



MINUTES

Public Records Board - Operations and Training Advisory Committee

Tuesday, May 3, 2022 – 10:00 am
Virtual Meeting via Teams

Committee Members Present: Andrew Baraniak, Tom Bowers, Jodi Gorski, Julie Laundrie, and Terri Wilhelm

Committee Members Excused: Rebecca Robbennolt

- 1. Call to Order:** 10:02 AM. Julie Laundrie, Committee Chair, called the meeting to order.
- 2. Approval of February 8, 2022, Minutes:** Minutes were approved as submitted. The motion was made by Andrew Baraniak and seconded by Julie Laundrie. All approved.
- 3. Records Management Section Chief Update:** Tom Bowers provided the update on behalf of Bill LaMay. He noted that the State Records Center (SRC) has almost completed the 2022 Annual disposition cycle and they are getting ready for the Mid-Year cycle. Timelines and dates will be sent to Records Officers soon for the Mid-Year cycle. The electronic records workgroup presentation on Wis. Stat. ch ADM 12 was very successful, both sessions were well attended. The SRCs secondary warehouse, Reynolds, will not be available by the end of the year. DOA Facilities and SRC staff are already preparing for the inventory to move.
- 4. Facilities GRS, FAC00082:** Julie overviewed the discussion by the Board at their March 21, 2022, meeting. The Board decided to table further discussion and voting until the June 13, 2022, meeting so all Board members could be present. Julie asked Kathryn to provide a timeline of events for FAC00082 prior to the Board meeting. The committee discussed ramifications if the Board does not approve a revised FAC0082.
- 5. OTAC Projects:** The Committee discussed the next items on the project list assigned to them by the Policy and Governance Committee: Records Officer survey to identify areas of need, collaborating with the SRC records management team, and training. Committee members should send Kathryn survey question ideas by June 24, 2022, so they can be reviewed at the July 19, 2022, meeting. The Committee asked Kathryn to reach out to the records management team to gather suggestions for working collaboratively. Julie asked Andrew Baraniak and Kathryn about current trainings they provide on behalf of the Wisconsin Historical Society and SRC. They each overviewed their current training topics, audiences, and frequency of classes.
- 6. Adjourn:** The meeting adjourned at 10:51 AM. Motion made by Julie Laundrie, seconded by Andrew Baraniak. The motion was approved.